

SIGN SHOP ASSISTANT

PURPOSE AND NATURE OF WORK

This is moderately complex work of a specialized nature involved in the fabrication of traffic signs to FHWA specifications. The incumbent works with P.C. based electronic sign maker, screen printing, hand squeegee roller applicator, drill press, and related tools and equipment. Work is performed in accordance with established standards under the general supervision of the Sign Fabricator, and Federal Guideline and Specifications. However, the incumbent must be able to exercise reasonable judgement and responsibility in operating the Sign Shop during absences of the Sign Fabricator.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Cuts sign sheeting to cover sign blanks; applies sheeting to sign blanks with a hand squeegee applicator. Applies sign legend and symbols to sign blanks. Fabricates signs and symbols when necessary. Assembles screen frames; stretches and attaches screen materials to frames; hand-cuts images from multi-layer films using free-hand techniques and basic layout tools; cleans and prepares screens prior to screening; applies images to screens using pre-cut films or photographic emulsions; transfers images to sign blanks by screening process. Removes worn or unnecessary images from screen using chemicals. Occasionally takes requests for signs and initiates work orders; assists with material inventory.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Some knowledge of the methods, materials, and equipment used in the fabrication of signs by screen printing and graphic hand layout.

Ability to read, write, and perform simple arithmetic computations.

Ability to use basic measuring and lay-out devices such as scale, compass, T-square, etc.

Ability to detect incorrect spelling.

Ability to establish and maintain effective relationships with superiors and other employees.

Skill in the use of hand tools, computerized equipment, and other equipment used in the fabrication of signs by screen printing and overlay techniques.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented by basic course work and some experience in art, graphics, drafting or related subjects; or any equivalent combination of training and experience.